



## SECOND HAND DEALER LICENSE APPLICATION

**Village of Northfield**  
Building & Zoning Dept..  
199 Ledge Rd.  
Northfield Village, OH 44067  
(330) 468-4363

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### When Do You Need a Secondhand Dealer's License

A secondhand dealer license is a requirement whenever a person, firm or corporation purchases, sells, exchanges, or receives secondhand articles of any kind other than special purchase articles as defined in Village of Northfield Codified Ordinance Section 869 or ORC 4737, or scrap iron and scrap metal. Please refer to Section 869 for exclusions to the definition of secondhand articles.

This is an annual license that expires on December 31<sup>st</sup>.

**Village of Northfield employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a village ordinance or regulation, you should consult an attorney regarding your specific situation.**

Village of Northfield Codified Ordinance Chapter 869

### How to Apply for a Secondhand Dealer's License

- In Person:** Village of Northfield Service Department, Building & Zoning Department, 199 Ledge Road, Northfield Village, OH 44067. Applications will be accepted Monday – Friday, 8:00 am – 3:00 pm.
- By Mail:** Village of Northfield Service Department, Attn: Building & Zoning Department, 199 Ledge Road, Northfield Village, OH 44067.
- Online:** Applications can be found at: [northfieldvillage-oh.gov](http://northfieldvillage-oh.gov)

### What to bring with you

- Completed application
- Non-refundable application fee
- The fee is application fee is due at the time of submission. Fees can be paid in form of cash or check. Make all checks payable to the Village of Northfield.
  - Licenses issued prior to June 1<sup>st</sup> require a \$100.00 fee
  - Licenses issued on or after June 1<sup>st</sup> require a \$75.00 fee.



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DATE:	FEE: \$150.00 or \$75.00
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### SECTION A: TYPE OF APPLICATION

<input type="checkbox"/>	Person (Sole Proprietorship)	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Partnership (General or Limited)
<input type="checkbox"/>	Other: (specify)		

### SECTION B: APPLICANT INFORMATION

Name		DOB	
Address			
City		ST	Zip
Phone	Email		
Social Security or Federal ID Number			

### SECTION C: BUSINESS INFORMATION

Name		DOB	
Address			
City		ST	Zip
Phone			
Title of person executing application:			



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List any persons owning a 20% or more interest in the business below.

SECTION D: OWNER INFORMATION		
Name	DOB	
Address		
City	ST	Zip
Phone		
Name	DOB	
Address		
City	ST	Zip
Phone		
Name	DOB	
Address		
City	ST	Zip
Phone		
Name	DOB	
Address		
City	ST	Zip
Phone		
Name	DOB	
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### SECTION D: QUESTIONNAIRE (To be filled in by licensee applicant)

Has the Applicant ever been convicted of any crime? If yes, list here.

☐

YES

☐

NO

Describe type of goods to be bought or sold:

Have you ever been denied a license or secondhand dealer permit or had a license or permit revoked? Why?

☐

YES

☐

NO

Principle Owner's Name :

Additional Owner's Names:

Has any employee been convicted of any crime? If yes, list here.

☐

YES

☐

NO

**By signing, Applicant acknowledges they have read and understand Codified Ordinances §869 in its entirety and the obligations of a Secondhand Dealer contained therein.**

X

Date:



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### FOR OFFICIAL USE ONLY

#### BASIS FOR DENIAL:

- \_\_\_\_\_ Application incomplete.
- \_\_\_\_\_ Fraud, misrepresentation, or false statement contained in the application.
- \_\_\_\_\_ Fraud, misrepresentation, or false statement made in the course of conducting business as a secondhand dealer.
- \_\_\_\_\_ Violation of any provision in chapter 869 of the Village of Northfield Codified Ordinances.
- \_\_\_\_\_ Conviction of a crime of receiving stolen property or a theft related offense.
- \_\_\_\_\_ Conducting the business of a secondhand dealer in an unlawful manner or in such a manner as to constitute a menace to the health, safety, or general welfare of the public.
- \_\_\_\_\_ Other (set forth reason for denial in space provided) \_\_\_\_\_
- \_\_\_\_\_

Date License Denied \_\_\_\_\_

Date License Approved \_\_\_\_\_

License Number \_\_\_\_\_

Amount Paid \_\_\_\_\_

Official Approving \_\_\_\_\_